



Schools and Libraries Division

**FUNDING YEAR 2015 FORM 471  
POSTMARKED OUTSIDE OF WINDOW**

March 1, 2016

Michael Shoff  
WINSIDE PUBLIC SCHOOL DISTRICT  
203 CRAWFORD ST  
WINSIDE, NE 68790

**Re: Applicant's Form Identifier: N/A  
Form 471 Application Number: 999258**

We're sending this letter to notify you that your FCC Form 471 application and/or certification was received or postmarked AFTER the deadline for an application to be considered as filed within the window. Applications submitted outside of the filing window will not be considered for funding unless funds remain after considering all in-window applications.

**TO REQUEST A WAIVER OF THE FILING WINDOW DEADLINE:**

The window filing requirement is contained in the Federal Communication Commission (FCC) rules for the E-rate program. USAC cannot consider requests for waivers of FCC rules. If you missed the FCC Form 471 filing window deadline and wish to request a waiver, you may file a waiver request with the FCC. You should refer to CC Docket No. 02-6 on the first page of your waiver request. We strongly recommend that you review "Appeals" posted in the Reference Area of the SLD section of the USAC website for electronic filing options and additional information on waiver requests.

**TO APPEAL THIS DECISION:**

If you disagree with the decision indicated in this letter - for example, if you believe that you postmarked your FCC Form 471 on or before the filing window deadline - you have the option of filing an appeal with USAC.

If you wish to appeal to USAC, your appeal must be received by USAC or postmarked within 60 days of the date of this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and email address for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Include the following to identify the decision letter and the decision you are appealing:
  - Appellant name,
  - Applicant or service provider name,
  - BEN,

*Appeal to  
\* FCC*

Schools and Libraries Division - Correspondence Unit  
30 Lanidex Plaza West, PO Box 685, Parsippany, NJ 07054-0685  
Visit us online at: [www.usac.org/sl](http://www.usac.org/sl)

- Application number 999258 as assigned by USAC,
  - "Funding Year 2015 FCC Form 471 Postmarked Outside of Window Letter,"
- AND
- The exact text or the decision that you are appealing.

3. Please keep your letter to the point, and provide documentation to support your appeal. Be sure to keep a copy of your entire appeal, including any correspondence and documentation.
4. If you are an applicant, please provide a copy of your appeal to the service provider(s) affected by USAC's decision. If you are a service provider, please provide a copy of your appeal to the applicant(s) affected by USAC's decision.
5. Provide an authorized signature on your letter of appeal.

To submit your appeal to USAC by email, email to [appeals@sl.universalservice.org](mailto:appeals@sl.universalservice.org). USAC will automatically reply to incoming emails to confirm receipt.

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To submit your appeal to us by fax, fax your appeal to (973)599-6542.

To submit your appeal to us on paper, send your appeal to:  
Letter of Appeal  
Schools and Libraries Division - Correspondence Unit  
30 Lanidex Plaza West  
PO Box 685  
Parsippany, NJ 07054-0685

**Schools and Libraries Division  
Universal Service Administrative Company**